

**COUNCIL OF TECHNOLOGY SERVICES (COTS)  
SECURITY WORKGROUP  
MINUTES  
July 17, 2003  
Kroger Center Conference Room, 8001 Franklin Farms Drive  
3:00 PM - 5:00 PM**

**ATTENDANCE:**

**Members:**

Ernie Steidle, Department of Rehabilitative Services (DRS), Co-chairman; John Payne, DRS; John Palese, Department of Social Services (DSS); Trip Sims, (DSS); Merritt Cogswell, Division of the State Internal Auditor, (DSIA); Paul Lubic, Virginia Information Technologies Agency (VITA); Don Kendrick, VITA; Shirley Payne, University of Virginia (via Teleconference) (UVa); Clyde Laushey, Virginia Commonwealth University (VCU); Dan Galloway, James Madison University (JMU); and George Roarty, Virginia Department of Emergency Management (VDEM)

**Guests and Staff:**

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Peter Bennett, Department of Social Services (DSS); and Greg Goodall, Entrust, Inc.

**Staff**

Eric Perkins, Virginia Information Technologies Agency (VITA)

**WELCOME AND OPEN REMARKS:**

Co-chairman Ernie Steidle called the meeting to order at 3:00 p.m., welcomed the members and guests, and then reviewed the agenda.

**APPROVAL OF MINUTES**

The Co-chairman introduced the Minutes from the May 15, 2003 meeting of the Workgroup. The minutes were approved unanimously, and will be posted the Workgroup's Web site at [www.cots.state.va.us](http://www.cots.state.va.us).

**ENTRUST PRESENTATION**

The Co-chairman introduced Greg Goodall from Entrust. Mr. Goodall presented an analysis of web portal and e-commerce activity in the Commonwealth of Virginia and concluded that:

- Governments at all levels are looking for internal efficiencies to deliver better services in a faster, more cost efficient manner through e-Government
- States and Local Governments need to communicate and share information bi-directionally, to support and improve Homeland Security.
- State Governments are the issuing authority for physical ID cards and also need to be the same for logical identities.
- By securing digital identities and information, governments can leverage the Internet to meet these objectives and provide solutions that will continue to pay dividends.
- Implementation can begin with either a tactical or strategic approach.

A copy of the presentation will be posted on the Workgroup's site.

**REVIEW OF THE WORKGROUP'S CHARTER**

Given the length of time since the Workgroup's adoption of its charter together with the successful implementation of Phase I of the VITA transition plan, the Co-chairman suggested that the members review the Charter's Short Term and Long Term objectives. Following a general discussion, the members agreed they would postpone work on the third

Short Term bullet with respect to Process development until the Director of the VITA Security Services is appointed. After his/her appointment the Workgroup would seek his/her advice and guidance on how best to proceed with this task.

Meanwhile, the Workgroup would resume work on updating the Standards and Best Practices. Speaking for the Commonwealth's Institutions of Higher Education, Shirley Payne mentioned her concern that the state not micro manage the implementation of individual security processes. She offered to share with the members the approach the Virginia Alliance for Secure Computing and Networking (VASCAN) took to implement its security program, which includes training, security awareness, PC literacy, etc. Paul Lubic noted that the current Commonwealth Security Standard, which was promulgated in December 2001, is based on the concept of "degree of risk" in order not to over control the implementation of security processes by individual state Agencies and Institutions of Higher Education. This high-level approach provides a degree of uniformity while permitting Agencies and Institutions of Higher Education the latitude to determine the approach most suitable for them to comply with the Standards and then develop their processes accordingly.

Members further agreed to review their previously recommended changes to the Standards and Best Practices and advise the Co-chairman of any issues or changes before the August meeting.

**OTHER ISSUES:**

No new business was introduced.

**ADJOURNMENT**

The Co-chairman thanked everyone for attending and adjourned the meeting at 4:55 p.m.

**NEXT MEETING DATE:**

Thursday, August 21, 2003 3:00 p.m. – 5:00 p.m. at DRS in the first floor Conference Room`

**PREPARED & SUBMITTED BY:** Eric Perkins, DTP